



amec
foster
wheeler

Meeting Minutes

Date/Time: 27 March 2017

Location: Conference Call

Contract No.: W912DW-16-C-0012

Written By: H. Simpson

Present: USACE – Rod Zion; Karl Kunas
USEPA – Ed Moreen; Kim Prestbo
Amec Foster Wheeler – Randy Huffsmith; Eric Reitter; Spencer Archer;
Hallie Bevan Simpson

Subject: **Weekly Status Meeting No. 4**
Bunker Hill Central Treatment Plant Upgrade Project, Kellogg, Idaho

ACTION ITEMS

No.	Item	Responsible	Anticipated Completion Date
1	Schedule Design Quality Mutual Understanding Meeting per 01-45-00.00-10, Section 3.3	AmecFW/ USACE	4/18/17
2	Schedule Pre-Construction Meeting per 01-33-16, Section 3.1.5	AmecFW/ USACE	4/19/17
3	Submit Geotechnical Investigation Work Plan and Submit Scope APP	AmecFW	3/24/17 3/31/17
5	Submit Pilot Testing Work Plan	AmecFW	TBD
13	Provide checklist for developing Site Safety and Health Plans	USACE	3/27/17
16	Schedule Design Package 1 Over-the-Shoulder Review	AmecFW	3/31/17
17	Resubmit Preliminary Schedule Form 4025 and Responses to Comments	AmecFW	3/31/17
18	Submit Initial Schedule	AmecFW	3/31/17
19	Resubmit Initial Design Meeting Minutes	AmecFW	3/20/17
20	Resubmit Submittal Register	AmecFW	3/31/17
24	Email items requested during 3/17 Groundwater Modeling Conference call associated with RFI 0005	AmecFW	3/21/17
22	Identify Teleconference service for live screen sharing	AmecFW/ USACE	3/27/17
23	Approve/provide response to Media Release	AmecFW/ USACE	3/31/17
24	Confirm if AmecFW should attend the Basin Commission Meeting in May	USACE	4/28/17

ACTION ITEMS

No.	Item	Responsible	Anticipated Completion Date
25	Discuss USACE's response to AmecFW's O&M Letter with project manager and contracting officer; AmecFW to provide response letter	AmecFW/ USACE	3/24/17
26	Resubmit Geotechnical Investigation Work Plan	AmecFW	3/31/17
27	Submit O&M Sampling and Analysis Plan	AmecFW	3/31/17
28	Provide quarterly cost summary for USEPA reporting	AmecFW	4/7/17
29	Shorten project title in QCS so 4025 forms are legible	USACE	4/7/17

SUMMARY OF CALL

- I. Safety Moment – Discussed vehicle blind spots, especially related to heavy equipment. Attempt to reverse into parking spots at the time of parking, rather than having to reverse out of a parking spot. Spotters should be used when reversing vehicles on site. Spotter hand signals should be clear and agreed upon by all parties in the field prior to performing spotting. Spotter should be sure to stay clear of the vehicle's line of motion and visible to the vehicle driver at all times.
- II. Review Meeting Minutes from Meeting Last Week
 - a. Comments to last week's meeting were received from USACE. Revised minutes will be resubmitted.
 - b. The reference to Panhandle Basin Health Clinic should be corrected to Idaho Panhandle Health District.
- III. Review of Action Items from Meeting Last Week
 - a. The team reviewed the actions items identified during the meeting held last week. Refer to Action Items table above.
 - b. The Design Quality Mutual Understanding Meeting, Design Process Meeting, and Joint Inventory Meeting are scheduled for April 18, 2017. USACE will be preparing the agendas for these meetings.
 - c. The Pre-Construction Meeting is scheduled for April 19, 2017, prior to the start of geotechnical investigations the week of April 24. USACE will be preparing the agenda for this meeting.
 - d. The Geotechnical Investigation Work Plan was submitted March 24, 2017, and comments were received from USACE on March 25, 2017. Amec Foster Wheeler will address these comments and re-submit the Work Plan this week.
 - e. The Accident Prevention Plan (APP) for O&M and Geotechnical Investigation is underway and will be submitted for USACE review this week.

- f. AmecFW will confer with the design manager for Design Package 1 to schedule the over-the-shoulder review. USACE noted that the pre-read material will be needed prior to the call.
- g. The revised Submittal Register is being updated to include all of the submittal dates, per the Initial Schedule. This is taking quite some time. Upon completion, the revised Submittal Register, Initial Schedule, and form 4025 for the Preliminary Schedule resubmittal will be submitted.
 - 1. USACE recommended that AmecFW work with their internal QCS expert to coordinate the Submittal Register upload to QCS.
- h. AmecFW will update the teleconference service from Skype to WebEx. The call invitation will be modified for next week's call.
- i. Regarding the draft media release, Eric emailed Scott, the point of contact with USACE, but has not heard back yet. Karl requested that he be Cc'd; he will follow up with Scott.
- j. Regarding the Basin meeting in May, Scott is aware of the meeting and will discuss this with USEPA's public relations person to determine if AmecFW's presence is desired at the meeting.
 - 1. USEPA clarified that there is a press conference the day before the Basin meeting. AmecFW's presence would ~~actually not~~ be ~~needed~~requested for that press conference. AmecFW's scope is not included in the agenda for the meeting itself.
 - 2. USEPA noted that a community presentation by AmecFW was discussed previously. USEPA would look to USACE/AmecFW to identify appropriate timing for such a meeting.
 - 3. A breakfast or jobs fair wouldn't be needed until significant work is scheduled (probably 2018). It would be good to know as of the May press conference when such a jobs fair might be scheduled in order to manage the public's expectations.

IV. Review Requests for Information (RFIs)

a. RFI-0002

1. Rod and Karl met with the USACE Building Information Modeling (BIM) subject matter expert to discuss the Technical Specification requirements for BIM.
2. USACE expect to have a response internally in a day or two and will provide a response to AmecFW thereafter.

b. RFI-0005

1. AmecFW submitted an email to USACE with more information on four specific items relating to the Groundwater Flow Model.
2. USACE expect a response to be provided in the next day or two.
3. USEPA clarified with USACE that Peter (CH2M) and his team would be pulling this information together. It was noted that USGS data might be available.

V. General

- a. USEPA noted that these meetings are a good forum to discuss information and coordination needs.
- b. At this time, AmecFW is just getting started. Down the road, there may be more to coordinate between USACE and USEPA.
- c. USEPA have to report anticipated expenditures. If AmecFW could provide a roll-up/cost summary on a quarterly basis, rather than the task-oriented, cost-loaded schedule already provided, it would help with USEPA's reporting. AmecFW ~~stated confirmed~~ that they this could be provided would look into this.

VI. Schedule Update

a. Reviewed Four Week Look Ahead and Draft "Full" Schedule.

1. Full schedule is still being updated to address USACE comments to Preliminary Schedule, but was provided for reference. The Four Week Look Ahead doesn't have the Percent Complete fields updated at this time, but much of this work is underway or complete.
2. AmecFW's primary focus at this time is to finish drafting the APP for O&M and Geotechnical Investigation, Site Safety and Health Plan, and O&M Sampling and Analysis Plan and revising the project Schedule, Submittal Register, Design Quality Control Plan, and Design Packaging Plan.

3. The Filter Pilot Test Plan will be prepared and submitted in conjunction with Design Package 1.
4. The Design Quality Control Plan and Design Packaging Plan will be resubmitted once the Initial Schedule and Submittal Register revisions are complete.
5. The Field Sampling Plan is being revised in the Submittal Register and Schedule to clarify that it is a standalone field document, different from the O&M SAP.
6. The Groundwater Flow Model conversion to MODFLOW will commence as soon as RFI-0005 is addressed.
7. Photo documentation of site conditions and the Joint Equipment Inventory will be conducted in April, prior to the O&M Initial Transition Date.

b. Ongoing O&M Transition

1. Weekly calls have been held between AmecFW and Ferguson (FCI) to discuss Initial Transition, and FCI is copying AmecFW on their weekly freshet emails to USACE.
2. AmecFW will be on site the week of April 3 and again the week of April 17 to coordinate with FCI, plan, and prepare for Initial Transition.
3. AmecFW will be adopting the existing Electronic O&M Manual.
4. The existing Sampling and Analysis Plan has largely been adopted, with minor revisions to address AmecFW's contract requirements. This will be submitted to USACE for review this week.
5. USACE noted they will have comments to the Initial Transition Plan and Contractor Quality Control Plan. Since these documents are time-sensitive, Rod may email his comments directly if QCS/RMS doesn't update quickly.
6. USACE asked about AmecFW's use of Earth Toxics/Test America Laboratory.
 - a) AmecFW clarified that Test America is a subcontractor to Earth Toxics and is located in St. Louis, Missouri.
 - b) USACE noted that accreditation information is required for this laboratory.
 - c) USACE asked how the 24-hour turnaround times will be achieved for a laboratory in Missouri. AmecFW explained that samples will be shipped overnight and processed within 24 hours of receipt by Test America.

7. USACE clarified that FCI's existing contract expires May 2, 2017. AmecFW takes over CTP O&M on May 3, 2017.
8. AmecFW noted that FCI's submittal of the DMR immediately following May 2, 2017, may require some planning. USACE confirmed that the final DMR is a contract requirement for FCI, regardless of the date their contract expires.

VII. Changes

- a. USEPA requested that Schedule items be moved up on the agenda.
- b. AmecFW will update the schedule and agenda and provide a status update at the end of this week, in preparation for next week's call.

VIII. Other – None.